

SECRET

DPD-3589-59

27 May 1959

MEMORANDUM FOR: Chief, Security Section, DPD-DD/P  
THROUGH : Chief, Administrative Branch, DPD-DD/P  
SUBJECT : Overtime

1. In response to your memorandum of 22 May regarding the above subject, this is to advise you that to date there has been no official change in the payment of overtime compensation to Agency employees. However, as you know, there has been in recent months a tendency throughout the Agency toward curtailment of excessive overtime compensation to Headquarters personnel in grades GS-11 and above.

2. Our policy in DPD has always been predicated on the existing workload in the Division with the assumption that Section Chiefs are best qualified to decide whether or not the workload justifies the authorization of overtime.

3. It would, therefore, be reasonable to assume that until announcement of a new overtime policy for CIA, the Agency practice of limiting overtime compensation to Headquarters personnel in grades GS-11 and above should be followed. Exceptions to this would be time served as Saturday Duty Officer or in those instances where overtime is performed at the specific direction of the Section Chief, the Branch Chief or the Division Chief. So-called "voluntary overtime" shall be discouraged wherever possible, and, if performed it will not be compensated for, either by actual payment or compensatory time. The Personnel Section of DPD will be responsible for a continuing review of all Division overtime statistics, and will ask Branch and Section Chiefs for written justification for overtime claimed whenever the total appears at variance with Division experience.

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Chief, Personnel Section  
DPD-DD/P

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LPM:hr

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25 YEAR RE-REVIEW

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